

City of Chattanooga, TN
Personnel Class Specification

Class code 0559

FLSA: Non-Exempt

**CLASSIFICATION TITLE: GAS & MECHANICAL INSPECTOR,
SENIOR**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform skilled work functions associated with inspection of gas and mechanical systems to ensure compliance with applicable codes.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs duties of supervisor in absence of same; reviews plans; responds to questions from architects, engineers, contractors, journeymen, and other individuals regarding gas and mechanical systems; assists office personnel in resolving questions/problems.

Provides direction, guidance, and assistance to employees; coordinates work activities and makes work assignments; assists in planning, coordinating, and conducting training activities and seminars; gathers instructional material for training purposes.

Conducts field inspections of gas and mechanical system installations for conformance with applicable codes, established specifications, and approved construction plans.

Interprets and enforces the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Inspects supply/return air ducts, electric/gas-fired boilers, refrigeration systems, and seismic restraints on equipment/piping; inspects commercial kitchen hood, exhaust, and makeup air systems; inspects steam, hot, and chilled water.

Ensures good air quality inside structures; inspects exhaust air for compliance.

Ensures fire dampers are in duct systems for rated walls, ceilings, and floors.

Conducts high and low pressure testing of gas piping systems.

Orders discontinuance of gas service as required.

Investigates reports of hazardous conditions by businesses and homeowners.

Reviews construction plans and specifications for conformance with codes.

Identifies code deficiencies; reports violations and variations from codes and plans; recommends corrective actions; issues stop work notices as needed.

Issues certificates of completion on approved work.

Cites municipal code violations to court; assists in preparation for prosecution of code violators; represents the city at court hearings.

Reviews amendments in gas and mechanical codes; submits recommendations for code changes.

Provides information and technical assistance concerning requirements of gas and mechanical codes; discusses problem areas with property owners and contractors; responds to questions or complaints concerning code violations.

Coordinates inspection activities with other departments, property owners, contractors, other inspectors, or other individuals.

Maintains records of inspection activities.

Reviews/interprets blueprints, architectural drawings, construction plans and specifications.

Prepares or completes various forms, reports, correspondence, logs, notices, citations, inspection reports, certificates of completion, technical reports, or other documents.

Receives various forms, reports, correspondence, field cards, building plans, mechanical plans, gas plans, drawings, specifications, manuals, code books, ordinances, standards, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes database, e-mail, or other software programs.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, contractors, architects, engineers, utility companies, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates and maintains a motor vehicle used to conduct work activities.

Verifies proper licensing of contractors and proper permitting of projects; cites unlicensed contractors to court.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in gas and mechanical system engineering; supplemented by six (6) years previous experience and/or training that includes gas and mechanical system installations or inspection; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain SBCCI Mechanical Inspector certification and SBCCI Gas Inspector certification. Must possess a Special Police Commission to issue citations. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.